



Kentucky Program Guidelines (Revised 12/09)

KY Safe Routes to School Program
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Overview

The Safe Routes to School (SRTS) Program resulted from the enactment of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The funds are available for infrastructure and non-infrastructure projects that benefit elementary and middle school children in grades K-8.

The purposes of Safe Routes to School are:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school
- To make walking and bicycling to school safe and more appealing
- To facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools

There are many possible outcomes as a result of successfully implementing projects and activities through the Safe Routes to School Program. Desired outcomes include:

- Increased bicycle, pedestrian and traffic safety
- More children walking and bicycling to and from school
- Decreased traffic congestion
- Improved childhood health
- Reduced childhood obesity
- Encouragement of healthy and active lifestyles
- Improved air quality
- Improved community safety
- Reduced fuel consumption
- Increased community security
- Enhanced community accessibility
- Increased community involvement
- Improvements to the physical environment that increase the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

Five Components of Safe Routes to School

The Federal Highway Administration recommends that the United States incorporate-directly or indirectly-five components often referred to as the “5 E’s”
The 5 E’s are:

Engineering- Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.

Education-Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.

Enforcement- Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.

Encouragement- Using events and activities to promote walking and bicycling

Evaluation- Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after intervention(s).



Eligibility and Funding Activities

Eligibility

All applications must be sponsored by a school board or a local government agency. Projects are to serve a public purpose in perpetuity and the facilities and/or services provided are to be on a nonprofit basis. Applicants must demonstrate an ability to meet the requirements of the program. Projects by nonprofit organization are required to be in partnership with a local government agency or school board. A local match of funding is not required for Safe Routes to School (SRTS) projects.

The sponsor is responsible for:

- Soliciting public support
- Administering the project
- Identifying the project in its financial accounting and annual audit

To apply for SRTS funds, an applicant must be proposing a project that is located within two miles of a primary or middle school and falls in one or more of the eligible activities.

Funding Activities

Funds are available for infrastructure-related projects and non-infrastructure related activities. Projects and activities in each category should directly support increased safety and convenience for elementary and middle school children to bicycle and/or walk to school. Projects connecting schools to parks, libraries, community centers, etc. are not eligible for funding. Projects may indirectly benefit high school age youth or the general public; however these constituencies cannot be the sole or primary beneficiaries. The Safe Routes to School (SRTS) legislation specifies that a portion of the total state SRTS funding should be spent on non-infrastructure activities. States are required to spend no less than 10% and no more than 30% of their total SRTS funding each fiscal year on non-infrastructure projects.

Infrastructure Related Activities

Infrastructure projects may include the planning, design and construction of projects that will improve the ability of students to walk and bicycle to school.

These projects may include:

- Sidewalk improvements
 - New sidewalks
 - Sidewalks widening

- Sidewalk gap closures
 - Sidewalk repairs
 - Curbs
 - Gutters
 - Curb ramps
- Traffic-calming and speed-reduction improvements
 - Roundabouts
 - Bulb-outs
 - Speed humps
 - Raised crossing
 - Raised intersections
 - Median refuges
 - Narrowed traffic lanes
 - Lane reductions
 - Full-or half-street closures
 - Automated speed enforcement
 - Variable speed limits
- Pedestrian-and bicycle-crossings improvements
 - Crossings
 - Median refuges
 - Raised crossings
 - Raised intersections
 - Sight Distance Improvements
 - Traffic control devices
 - Traffic signals
 - Pavement markings
 - Traffic stripes
 - In-roadway crossing lights
 - Flashing beacons
 - Bicycle-sensitive actuation devices
 - Pedestrian activated signal upgrades
- On-street bicycle facilities
 - New or upgraded bicycle lanes
 - Widened outside lanes or roadway shoulders
 - Geometric improvements
 - Turning lanes
 - Channelization and roadway realignment
 - Traffic signs
 - Pavement markings
- Off-street bicycle and pedestrian facilities

- Exclusive multi-use bicycle and pedestrian trails and pathways separated from a roadway
- Secure bicycle parking facilities
 - Bicycle parking racks
 - Bicycle lockers
 - Designated areas with safety lighting
 - Covered bicycle shelters
- Traffic-diversion improvements within two miles of the school
 - Separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities
 - Traffic diversions away from school zones or designated routes to school

Non-Infrastructure Related Activities

Non-infrastructure projects may include:

- Public awareness campaigns and educational materials
- Traffic education and enforcement in the vicinity of the school
- Student sessions on bicycle safety, health and the environment
- Training for volunteers and managers of SRTS programs.

Ineligible Activities

Lighting

Given the limited funding available for the program, SRTS funds will only be used for the construction or replacement of lighting fixtures in very limited situations. Lighting would only be used for a trip to and from school by students in limited circumstances, which renders lighting an ineffective improvement.

Lighting may be deemed an allowable expense when

1. A walking route is in an area that does not receive sufficient daytime lighting, such as a tunnel or underpass, or
2. The KYTC OLP determines that an outstanding student safety hazard could be mitigated through the installation of lighting.

Aesthetic Improvements

The SRTS program is not designed to provide aesthetic improvements. Therefore, SRTS funding will not be used for such improvements. For the purposes of SRTS aesthetic improvements may include, but are not limited to:

- Lighting

- construction or replacement of sidewalks with pavers or similar techniques
- Other similar items primarily for beautification or to replicate local historic conditions, **unless the replication of the historic condition is mandated as part of the project by an appropriate State or Federal agency.**

If the KYTC OLP determines an item primarily serves to improve the aesthetic or historic character of a walking or bicycling route, the item will be removed from the project scope and will not be deemed reimbursable through the funding awarded to the project sponsor.

Some other common aesthetic improvements are listed below. These will not be eligible for SRTS funding.

Decorative Crosswalks

Decorative crosswalks are ineligible for funding through the SRTS program as they do not provide an added safety benefit for their additional cost. Standard crosswalk markings (parallel, diagonal, and perpendicular) are allowable expenses. If a sponsor opts to construct a crosswalk other than the standard crosswalk markings, the sponsor must pay the difference between a standard crosswalk marking and their proposed crosswalk design.

Landscaping and Similar Items

The addition of new trees, grass, mulch and other landscaping elements are not eligible expenses for FSRTS projects; however, funding may be used to replace pre-existing landscape elements disturbed during the construction of an SRTS projects.

Reoccurring Costs

SRTS funds should not be used for reoccurring costs, such as crossing guard salaries, electricity, maintenance, or other costs incurred after installation of items for a SRTS project. Funding requests for costs that are expected to be reoccurring costs in the future years should include plans for how the costs will be funded in the future and a rationale for how federal leveraging of future financial security for the activity.

Drop-Offs and Pick-Up Locations

The use of SRTS funds for projects that recognize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access are not permitted. In addition, funds should not be spent on

educational programs that are primarily focused on bus safety. Improvements to bus stops are also not eligible for this funding.

Financial

The SRTS program is a reimbursement program. Therefore, the proposed project must be selected, approved, programmed, and contracted with the Kentucky Transportation Cabinet (KYTC) prior to the expenditure of any funds included in the request. **Any funds expended by the applicant before contract execution by the KYTC shall not be reimbursed.** Only elements of a project deemed eligible shall be reimbursed with SRTS funds.

Safe Routes to School (SRTS) projects do not require a local match.

Budget and Maintenance Plan

A comprehensive budget as well as a maintenance plan must be attached to the contract executed by the KYTC. Therefore, a detailed, accurate budget is required throughout the application process. Examples of costs to be included are those for:

- Project development
- Engineering
- Right-of way acquisition
- Construction
- Pavement markings
- Traffic signs
- Any other project related costs
- Education and Outreach Activities

The total cost estimate provided in the application will be used to determine the amount of funds awarded. Due to the limited amount of funding, the total project amount funded with SRTS funds will be the maximum amount reimbursed. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs and must demonstrate the ability to do so. If a sponsor would like to request to reallocate items in the budget, a budget amendment may be submitted to the OLP for review. **Only two budget amendments will be accepted during the project life cycle.**

A maintenance plan should include a description of how the city, county, or school board plans to maintain the infrastructure after all of the SRTS federal funds have been expended. Sponsors are required to maintain this project in perpetuity for the public.

Property Management

Construction and capital improvement projects must be located within approximately two miles of a primary or middle school (grades K-8). For SRTS infrastructure projects, public funds must be spent on projects within the public right of way. This may include projects on private land that have public access easements. Public property includes lands that are owned by a public entity, including those lands owned by public school districts.

For projects on private land, there must be a legal written easement or other written legally binding agreement that ensures public access to the project. There must be an easement filed of record, which specifies the minimum length of time for the agreement to maximize the public investment in the project. The project must remain open for general public access for use for which the funds were intended for the timeframe specified in the easement or lease.

For real property acquisition, all project sponsors must comply with provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act Of 1970. These regulations will be applied to evaluating the acquisition of real property and any potential displacement activities.



Appraisals

Appraisals for the acquisition of real-property interests or for donation credit shall be prepared in accordance with the KYTC and FHWA policies and guidelines using a KYTC pre-qualified appraiser. No appraisal work is to be started until the appraiser has met with the Division of Right of Way and Utilities appraisal personnel to discuss standards, requirements, and valuation problems that may be encountered on the assignment. Preservation easements shall be required on all properties acquired prior to the reimbursement of funds, and the projects shall provide for the public access. Any appraisal must be reviewed and

approved by KYTC Central Office review appraisers. Project sponsors shall submit three (3) copies of the appraisal to the OLP for review.

Disadvantaged Business Enterprise (DBE)

The DBE Program ensures equal opportunity to small, socially and economically disadvantaged businesses. The Kentucky Transportation Cabinet's DBE Directories can be found at www.transportation.ky.gov/OBOD/DBEDirectory.pdf.

Wage Requirements

The Davis-Bacon Act shall apply to all SRTS projects. SRTS infrastructure and non-infrastructure projects and activities of \$2000 or greater must comply with the Davis-Bacon prevailing wage rates, competitive bidding and other contractual regulations. SRTS projects are treated as if they are in a federal-aid system despite their functional classification or location in a federal right of way. Cost estimates prepared shall consider those requirements.

Projects shall comply with:

- Model procurement code **as it relates to state government agencies** (KRS 45A)
- Title VI of the Civil Rights Act and Environmental Justice, Disadvantaged Enterprise
- Uniform Relocation Act
- Manual of Uniform Traffic Control Devices (MUTCD)

Other requirements are qualifications-based selection of professional services, and competitive bidding procedures for construction and related activities in addition to any other applicable requirements for federal funding of the specific project.

Americans with Disabilities Act (ADA)

A commitment shall be made to comply with ADA accessibility requirements.

ADA Information Lines: **800-514-03010 (voice) 800-514-0380 (TDD)**

Environmental Compliance

All SRTS projects shall conform with:

- National Environmental Policy Act (NEPA)
- Section 4(f) of 49 United States Code (USC) 303
- National Historic Preservation Act
- Section 404 of the Clean Water Act



Application Process

Applicants must complete requirements from the Kentucky Transportation Cabinet, Office of Local Programs (OLP) and the State Clearinghouse to be considered for funding.

Office of Local Programs Requirements

The Kentucky SRTS Application can be found on the program website, at www.saferoutes.ky.gov. Please follow all instructions on the website. Failure to complete all aspects of the application will result in removal of the application from funding consideration. Any questions regarding the application process should be directed to the Kentucky Safe Routes to School Coordinator.

State Clearinghouse Requirements

All applications for federal funding are subject to EO 12372 Intergovernmental Review Process. This task is accomplished by identifying state agencies that should be involved in the planning and development of any activities relating to your proposed project. The Kentucky State Clearinghouse handles this task. All SRTS applicants must complete the Application for Federal Assistance (Form 424) with the State Clearinghouse. More information on the State Clearinghouse can be found at <http://dlg.ky.gov/clearinghouse/>.

If a proposed project is located within an urbanized area, the applicant is to submit an additional copy of these documents to the appropriate Metropolitan

Planning Organization (MPO).

Failure to submit this required form will considerably delay or possibly halt the environmental review process of a selected project.

Review and Selection

The review process will begin immediately after the deadline for applications. The OLP will begin the process by doing a thorough review of each application and will organize the applications to be reviewed by the SRTS Advisory Committee formed by the OLP. The OLP will then provide recommendation to the Secretary of the Transportation Cabinet for review. Recommendations will then be forwarded to the Governor's Office for review. Prior to the announcement of the awarded projects, the OLP will review the final list of recommended projects with the Kentucky Division of Federal Highway Administration (FHWA).

The following criteria will be considered in the selection process:

- Demonstrated need for the project
- Addresses safety concerns-potential to reduce child injuries
- Promoted healthy lifestyles-encourages children to walk or bicycle to school
- Benefits students and the community
- Reduces traffic, fuel consumption and air pollution in the vicinity of the school
- Provides reliable budget and engineering estimates
- Establishes relationship to local, regional, and statewide plans/initiatives
- Demonstrates ability to administer funding, including previous federal funding
- Demonstrates project readiness for construction (planning, design and acquisition)
- Conforms to overall geographic distribution of funds
- **Does not exceed the \$250,000 per project funding limit**

Announcement of Funding

Announcement of the funding recipients will be made in the summer. Upon being selected, the applicant will be asked to submit a revised budget and/or scope of project, if necessary, for which the amount of the budget matches the funding announcement and remove any items deemed ineligible. All arrangements for funding and long-term maintenance are to be made prior to the programming of funds. Once an application has been revised, project information will be submitted by the Cabinet to the Federal Highway

Administration for programming of funds for reimbursement. After this is complete, the applicant will enter into an agreement with the Kentucky Transportation Cabinet. **Any action taken prior to this executed contract agreement will not be eligible for reimbursement.**

Workshops

Recipients of funds will be **required** to attend a Safe Routes to School workshop regarding the implementation of their funds after the awards are announced. Failure to participate in an implementation workshop can result in funds being recaptured.

Progress Report

The project contact shall send a progress report, available online, to the SRTS Coordinator semi-annually. The report shall include at a minimum:

- Current status of the project
- Funds expended
- Detailed timeline for completion of the project
- Justification for the delay if the project is behind schedule

Evaluation

Data collection is necessary to determine the success of a program. There are two kinds of information collected during this process: quantitative data (numbers) and qualitative data (words). Quantitative data is easier to collect and manage, but qualitative data can give you the "how" and "why" behind the numbers you get.

The National Center for Safe Routes to School has developed a set of data collection forms and tools intended to help local SRTS programs measure and understand the results. The National Center collects this data from local SRTS project sponsors in order to help evaluate the national SRTS program. Please note that the National Center only collects data from federally funded SRTS projects.

Links to the appropriate data collection forms from the National Center are located on the KY SRTS website under Evaluation & Data Collection Tools. All project sponsors must complete the data collection during the course of the project, once prior to the beginning of the SRTS project, and once after it has been completed.

Timeline

All SRTS projects are to be completed within 18 months from the date on the executed contract. All projects that are not complete at that time may be cancelled, and the sponsor may be required to return any federal funds expended on the project. A letter requesting an extension may be submitted prior to the end of the 18 month completion period. Each request will be reviewed and responded to accordingly.

Contracting

Following the announcement of SRTS funding, the project application is sent to the Division of Environmental Analysis (DEA) for clearance. Upon approval from the DEA, the project is submitted to the KYTC Division of Program Management for inclusion in the Statewide Transportation Improvement Plan (STIP) and the Transportation Improvement Plan (TIP), if applicable. Then the project information is submitted to the Kentucky Division of the Federal Highway Administration (FHWA), where the funds are obligated to the project. When this stage is completed, the SRTS contract is then routed to the sponsor for signatures and the adoption of a city or county resolution accepting the contract. The sponsor submits the signed contract to the OLP, where it is submitted to the Office of Legal Services and the KYTC Secretary for final execution.

The fully executed copy of the contract will be sent to the sponsor via email. No work can commence until the sponsor has received the fully executed contract from the KYTC.

Once the sponsor has received the copy of the fully executed contract, work may commence on the project. However, all work on a federally funded SRTS project MUST follow the Kentucky Transportation Cabinet's Interim Federal-Aid Highway Program Project Development Guide for Local Public Agencies. This guide can be found at <http://www.transportation.ky.gov/highways/LPA/index.html> .

Submission of Plans

If the project requires creation or modification of infrastructure, the sponsor must submit all final plans and specifications to the OLP and the appropriate Highway District Office for review. **Construction cannot start until the plans are approved by the OLP and a notice to proceed has been sent to the project sponsor.** All applicants are encouraged to work with the Historic Preservation Coordinator within the OLP during the design and preparation process of the final plans. Once submitted to the OLP, the plans will be reviewed within 30 days by the OLP's historic preservation coordinator for compliance with the Secretary of

the Interior's Standards for the Treatment of Historic Properties, the American with Disabilities Act Guidelines, and the Kentucky Heritage Council's Streetscape Design Guidelines for Historic Commercial Districts as applicable to each project.

After the initial review, the OLP will make a recommendation and the plans will be sent to the Kentucky Heritage Council (KHC) for additional review and compliance of the above guidelines. The KHC also has a thirty (30) day review period. If at any time during the process review there are problems, or if changes are necessary with the plans and specifications, new plans illustrating the changes may be required to be submitted for review. Upon completion of the review, the KHC will send a recommendation back to the OLP. The OLP will notify the project applicants by letter with the results of the reviews.

Reimbursement

There are several steps a sponsor must follow in order to be reimbursed for incurred expenses:

- Submit the Official OLP Reimbursement Request form signed by the sponsor
- Document the contract number in all correspondence
- Document the Federal Program number in all correspondence
- Include a brief description of the invoices with detailed receipts and cancelled checks
 - All receipts and invoices must have a header including the name and address of the vendor
 - A description of the services or items purchased must be included,
- Identify the amount of Disadvantaged Business Enterprise (DBE) participation for each invoice submitted
- Document the funding match with time sheets, property documents and records of in-kind contributions

Project Closure

When the project is completed, the sponsor should submit the final invoice along with the project closure form, available online, to the KYTC, OLP. After this form is submitted, the OLP will audit the project site and the final invoice will be processed. The sponsor will be paid either the balance remaining on the total funding award or the amount of the final invoice, whichever is less.